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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Research Administration

Office of Research
Administrator

May 9, 1952

STAFF MEMORANDUM NO. 10

Request for Trip Authorization

Supplement No. 1 to Staff Memorandum No. 2, dated August 11, 1950, pre-scribes certain procedures to be followed prior to performance of travel. It requires that each recipient of the usual annual letter of authorization for travel must also submit and secure approval of a "Request for Trip Authorization" prior to beginning each individual trip.

It is very important that this procedure be adhered to for the following reasons:

1. It provides an advance check on the availability of funds so as to prevent over-obligation of appropriations.
2. It provides the only mechanism through which it is possible to record on the accounting records obligations of this nature prior to the submission of the traveler's voucher for per diem and other costs.
3. It provides advance notification to the Administrator and his assistants as to the type, date, and purpose of travel scheduled by each individual.

For these reasons, no staff member should consider that he has approval for a specific trip until a properly approved copy of his travel request has been returned to him.

B. T. Shaw



